



WILLIAM T FUJIOKA  
Chief Executive Officer

## County of Los Angeles CHIEF EXECUTIVE OFFICE

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July 26, 2010

TO: All Department Heads

From: William T Fujioka  
Chief Executive Officer

Board of Supervisors  
GLORIA MOLINA  
First District

MARK RIDLEY-THOMAS  
Second District

ZEV YAROSLAVSKY  
Third District

DON KNABE  
Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

### **GUIDELINES AND PROCEDURES – HIRING FREEZE AND FREEZE ON NON-ESSENTIAL SERVICES, SUPPLIES AND CAPITAL ASSETS**

This memo provides updated guidelines and procedures to fully implement the hard-hiring freeze and the freeze on non-essential services, supplies and capital assets (formerly known as fixed assets) that was reaffirmed by the Board of Supervisors on June 7, 2010. These revisions incorporate changes and clarifications to the procedures to date, and replace the existing hiring freeze and services, supplies and capital assets freeze procedures.

Other existing policies currently in place for items such as Additional Responsibilities Bonus, Special-Step Placements, Supervisor/Subordinate Pay, MAPP, etc., which require Chief Executive Officer (CEO) approval will not change.

Attached are the following documents:

Attachment I	Guidelines and Procedures - Hiring, Services, Supplies and Capital Assets Freeze
Attachment II	Hiring Freeze - Summary Transaction Sheet for CWTAPPS Input
Attachment III	Exempt Positions List
Attachment IV	Exception Form – Requests for Hiring, Services, Supplies and Capital Assets
Attachment V	Frequently Asked Questions – Hiring Guidelines
Attachment VI	February 23, 2010 memo to department heads – 120-Day Retirees

Below are the major changes:

#### **Hiring Freeze - Exempt Positions List**

The Exempt Positions List was reviewed and further refined to ensure that only the most critical health and safety positions are exempt. Any position removed from the list (or identified as “Not Exempt”) will now require an Exception Form – Requests for Hiring,

*“To Enrich Lives Through Effective And Caring Service”*

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Services, Supplies and Capital Assets (Exception Form) submitted to our office for review and approval. The list was also updated for new exempt positions and for minor edits to position titles.

**Promotions – Updated Exception Form**

Exception Forms are now required for promotions unless the position is on the Exempt Positions List. The Exception Form was updated to reflect a box for this transaction.

Special Fund/Special District departments are exempt from the hiring freeze process, with the exception of certain positions for Fire-Lifeguard.

Please note that departments that have reported a deficit in the latest Budget Status Report (BSR) will be required to submit an Exception Form for all new hires and promotions, even if the position is on the Exempt Positions List. These departments will be closely monitored to ensure that the new hires and/or costs related to promotions are justified in light of the deficit reported in the BSR.

**Guidelines for 120-Day Retirees - Updated Exception Form**

Exception Forms are now required for all 120-day retirees, even if the position is on the Exempt Positions List. The Exception Form includes a box for this transaction (Attachment IV). In the memo dated February 23, 2010 (Attachment VI), departments were provided brief guidelines for the authorization process that must occur before any retiree is employed ("new"), or re-employed (a "roll-over") the following fiscal year.

Due to the volume of retirees anticipated to roll-over to FY 2010-11, one Exception Form may be used as the annual summary request, as long as adequate justification for each retiree, along with manager approval, is attached to this single Exception Form. In this way, multiple Exception Forms are avoided, providing a more efficient method for final approval. Please note that each new 120-day retiree (outside of the annual process) will require an individual Exception Form.

**Services, Supplies and Capital Assets**

Similar to FY 2009-10, we are in the process of freezing 50 percent of capital assets-equipment for all General Fund departments and Public Library, and 40 percent of non-essential services and supplies appropriation for FY 2010-11. Your CEO budget analyst will share with you the appropriation amounts frozen in services, supplies and capital assets.

Departments requesting to unfreeze services and supplies or capital assets-equipment appropriation must complete the Exception Form and submit the form to our office for review and approval.

The following guidelines must be adhered to when making your requests:

- Capital assets-equipment expenditures will only be approved if the equipment is deemed critical to the department's mission and is non-repairable;
- No capital assets-equipment purchase may be made to enhance a department's operation;
- Renovation expenditures will only be approved if it is determined that the current structure/environment creates a health and safety issue;
- Discretionary travel and training expenditures should be discontinued by all departments; and
- Grant-funded capital assets purchases will be approved on a case-by-case basis.

Also, consistent with previous guidelines, tuition reimbursement will be permitted only for continuing education classes for licensure requirement. All departments (including Special Fund/Special District departments) must complete the Exception Form and submit the form to our office for review and approval.

If you have any questions or need additional information, please contact Sid Kikkawa at (213) 974-6872.

WTF:SK:CA  
MM:AB:yjf

#### Attachments

c:     Administrative Deputies  
         Auditor-Controller  
         Budget Officers  
         CEO Budget Managers  
         CEO – Classification and Compensation Administration (Pamela Sund)  
         Personnel Officers

Freeze.on.Hiring.Department.Head.m

**GUIDELINES AND PROCEDURES – HIRING, SERVICES,  
SUPPLIES AND CAPITAL ASSETS FREEZE**

All requests must be submitted to your Chief Executive Officer (CEO) Budget Analyst using the Exception Form – Requests for Hiring, Services, Supplies and Capital Assets (Exception Form, Attachment IV).

**A. Hiring Exemptions**

1. Positions that are on the Exempt Positions List (as submitted by the department and approved by CEO) do not need approval from the CEO Budget Analyst to hire and/or promote. Departments must have a budgeted, vacant item to fund the position, but no documentation needs be submitted to the CEO Budget Analyst (provided the department does not have a budget deficit, see below).
  - a. Departments that have submitted a deficit in the latest Budget Status Report (BSR) will be required to submit an Exception Form for all new hires and promotions **even if the position is on the Exempt Positions List**. These departments will be closely monitored to ensure that the new hires and/or costs related to promotions are justified in light of the deficit reported in the BSR.
  - b. All transactions will be monitored. If a department does not follow the hiring guidelines, the department may be “locked out” of CWTAPPS and CEO approval will be required for all transactions, including exempt positions.
2. Hiring freeze exemptions shall include:
  - Critical health and safety positions;
  - Positions required as a result of a court settlement;
  - Positions that would create an immediate revenue loss that more than pays for the position; and
  - Seasonal positions required under various Memorandum of Understandings

**B. Hiring Exceptions**

1. Positions that are not on the Exempt Positions List approved by the CEO must submit an Exception Form to their CEO Budget Analyst.

2. Exception Forms are required for 120-day retirees, even if the item is on the Exempt Positions List. One Exception Form may be used for the annual summary request as long as detailed justification is attached to the Exception Form.
3. Transfers from one department to another are considered new hires and are **NOT EXEMPT** (unless the position is on the Exempt Positions List). The requesting department must justify and receive approval from the CEO for the transfer. The releasing department may not backfill the position without prior approval from the CEO.
4. If a vacant position generates revenue, departments should (where feasible), backfill with existing staff that are not revenue offset. If this is not feasible, departments must explain why.
5. Vacant positions will remain frozen unless the vacancy rate is greater than 35 percent for the requesting budget unit within a department, or when a critical need justification is approved by the CEO. If the budget unit has a vacancy rate over 35 percent, exceptions shall be approved to the extent that it brings the vacancy immediately below 35 percent.
6. If a vacant position remains unfilled and will result in new costs, departments must explain why.
7. Management appointments will be reviewed on a case-by-case basis.

**C. Promotions**

1. Internal departmental promotions are not exempt unless the position is on the Exempt Positions List. Promotions that result in a new hire to a department must be approved by the CEO, as these are considered “new” employees to the hiring department. Promotions will be effective on the date CEO approves the Exception Form.
  - a. If it is discovered that a department is not following the promotion guidelines, the department’s authority to input promotions in CWTAPPS will be rescinded. The department will then have to make arrangements with CEO – Classification and Compensation Administration to process the approved promotion in CWTAPPS using the terminal located in their division.

**D. CEO Approval**

1. If the position is on the Exempt Positions List, and the department is ready to input new hires, they may proceed to the CWTAPPS input process outlined in Section E below.

2. If the position is not on the Exempt Positions List, the department must complete an Exception Form to begin the recruitment/hiring process and submit the request to the CEO Budget Analyst, even if individual employees have not yet been identified.
3. CEO Budget Analyst reviews the department's Exception Form following the Guidelines and Procedures.
4. If the Exception Form is denied, CEO Budget Analyst will inform the department.
5. If the Exception Form is approved, the CEO Budget Analyst will forward the Exception Form to the Budget Manager and the Deputy Chief Executive Officer (DCEO) for approval.
6. Budget Manager and DCEO will approve or deny the Exception Form, and then return the Exception Form to the CEO Budget Analyst. (If Exception Form is denied, CEO Budget Analyst will inform the department.)
7. If the DCEO approves the Exception Form, it will be submitted to the Senior Assistant CEO.
8. The Senior Assistant CEO approves or denies the Exception Form and returns it to the CEO Budget Analyst. (If the Exception Form is denied, the CEO Budget Analyst will inform the department.)
9. If the Exception Form is approved, the CEO Budget Analyst will inform the department they have approval to input the new hires, (including promotions and 120-day retirees) into CWTAPPS, and will provide a copy of the dated Exception Form with approval signatures to the department.
  - a. If the names of the specific individuals have not yet been identified, the Exception Form can still be approved and the recruitment process can begin; however, the department must provide the CEO Budget Analyst the names of the individuals prior to input into CWTAPPS.
10. Once the names of the specific individuals have been identified, the department must provide the Summary Transaction Sheet (Attachment II) to the CEO Budget Analyst, which must be attached to the approved Exception Form (the request with no names).
  - a. The Summary Transaction Sheet must have the correct number of positions, classifications *and employee names* and must "tie back" and be attached to the approved Exception Form prior to all CWTAPPS transactions.

- b. The CEO Budget Analyst will initial the Summary Transaction Sheet. This is done so that the CEO Budget Analyst can ensure that the approved Exception Form (with no names) “ties back” to the hiring transactions that the department wishes to enter into CWTAPPS.
- c. Once the CEO Budget Analyst initials the Summary Transaction Sheet, a copy will be provided to the department and the department may proceed to the CWTAPPS input process outlined in Section E below.

## **E. CWTAPPS Input**

REMINDER: All pre-requisites must be met (e.g. Livescan and cleared medical exam) prior to CWTAPPS input.

### **1. Schedule an appointment**

- a. When the department is ready to input transactions into CWTAPPS, they will call CEO – Classification and Compensation Administration as soon as possible to set-up an appointment for CWTAPPS entry.
- b. The department must have the following information available before making the call to CEO – Classification and Compensation Administration. The scheduler will ask the department for the following information:
  - Department name
  - Name of department representative
  - Number of transactions
  - Requested time of appointment and estimated time needed for input of all transactions
  - Name and phone number of person from the department making the appointment.

The following CEO staff will serve as schedulers:

Lisa Cotton – (213) 974-2468 (primary) –  
[lcotton@ceo.lacounty.gov](mailto:lcotton@ceo.lacounty.gov)

Rosy Alaniz – (213) 974-2608 (backup) –  
[ralaniz@ceo.lacounty.gov](mailto:ralaniz@ceo.lacounty.gov)

Cecilia Surla (213) 974-2420 (backup) –  
[csurla@ceo.lacounty.gov](mailto:csurla@ceo.lacounty.gov)

*NOTE: If the department needs to cancel or change their appointment, they must call the scheduler immediately so that their time slot can be given to another department.*

**2. Prepare a Hiring Freeze – Summary Transaction Sheet For CWTAPPS Input (Attachment II)**

The Summary Transaction Sheet for CWTAPPS Input should list all of the transactions (exemptions and exceptions) to be input into CWTAPPS during that appointment time. The Summary Transaction Sheet must include the department name and approval by the Administrative Deputy or higher at the top of the sheet. The Summary Transaction Sheet must also include each employee's name, payroll title the person is being hired onto, action (i.e. new hire, reinstatement, etc.), and effective date of transaction. Attachment II will have a column for the CWTAPPS entry date. The department will hand write in this date as they enter the transactions on the day they come to CEO – Classification and Compensation Administration. The Summary Transaction Sheet must match the Exception Form exactly.

**3. Assemble and Copy the Required Documentation**

The Summary Transaction Sheet, along with copies of each Exception Form is to be provided to CEO – Classification and Compensation Administration at the scheduled appointment time for CWTAPPS Input. These documents will be retained by CEO – Classification and Compensation Administration, so copies needed by the department should be made prior to the appointment time.

**4. Check In Procedure**

Department representative will report to Room 526 of the Kennneth Hahn Hall of Administration and ask for Lisa Cotton or the backup scheduler.

The department representative will sign-in on the CWTAPPS Transaction Log Book maintained by CEO – Classification and Compensation Administration.

**5. Log-On Procedure**

Once the department representative has signed in, the scheduler will contact the CWTAPPS log-on person. The log-on person will escort the department representative to the designated CWTAPPS entry station.

The department representative must provide a copy of the Summary Transaction Sheet along with the copies of the signed-off Exception Form(s) to CEO – Classification and Compensation Administration. The log-on person will inspect the department's documents against the Exempt Positions List and the attached, approved Exception Form(s) for the appropriate information and signatures. CEO – Classification and Compensation Administration will retain this documentation for their files.



Once the log-on person has validated the department's documentation, the department representative will be logged into the CWTAPPS workstation.

**6. CWTAPPS Input**

The department representative must have the relevant knowledge of CWTAPPS transaction input, as CEO staff will not be available to assist with the input.

The department representative will then enter their transactions into CWTAPPS.

**7. Log-Out Procedure**

Once the department representative has completed the input entries, they are to log themselves out of the CWTAPPS system.

The department representative must report back to the scheduler that they have finished with their input. The scheduler will have the department representative sign-out on the CWTAPPS Transaction Log.

**E. Services, Supplies and Capital Assets Appropriation**

Partial exemption from the services and supplies and capital assets freeze shall be within the following guidelines:

- Travel and training requests do not require CEO approval; however, departments should limit participation in all training programs that have direct costs attached. Discretionary travel and training should be discontinued by all departments.
- Tuition reimbursement will be permitted only for continuing education classes for licensure requirement.
- Mileage claims that are required as part of the job assignment will continue to be reimbursed, but departments should monitor all non-essential mileage and encourage alternatives where appropriate, such as conference calls.
- Renovations that are currently underway may continue. New renovations are to be deferred unless the delay creates a health and safety issue.
- Only time-off will be authorized for employees to attend the Management Council. All out-of-pocket expenses must be paid by the employee.
- No capital assets expenditures unless equipment is deemed non-repairable and essential.

- Grant-funded capital assets purchases will be approved on a case-by-case basis.

Situations may arise that require a partial exemption from the services, supplies and capital asset appropriation freeze. Please review the below guidelines and procedures that have been developed by the CEO.

If due to the appropriation freeze, a budget unit's appropriation becomes overdraft, departments may take the following steps so that their appropriation is no longer overdraft. Steps should be taken in the following order:

1. **Reduce Encumbrances** – Departments should review all encumbrances to determine, if any, encumbrances already established can be reduced.
2. **Request a Reduction to the Amount Frozen** – Complete the *Exception Form – Requests for Hiring, Services, Supplies and Capital Assets* (Exception Form, Attachment IV) and submit it to your CEO Budget Analyst. If your CEO Budget Analyst agrees with your request, their recommendation will be submitted to a CEO Budget Manager and DCEO for approval. Final approval rests with the Senior Assistant CEO.

When completing the Exception Form, ensure that the eCAPS Financial System accounting codes are properly completed for the budget unit in question (see sample coding on the attachment).

3. Approved requests to reduce frozen appropriation levels will be forwarded to CEO Finance, who will coordinate with the Auditor-Controller to make the necessary changes in the eCAPS Financial System.
4. Budget adjustments that shift salaries and employee benefits (appropriation savings to other appropriations (i.e., services and supplies, capital assets or other charges), including action budget adjustments will continue to be monitored closely by the CEO.

**HIRING FREEZE - SUMMARY TRANSACTION SHEET FOR CWTAPPS INPUT**  
(EXEMPT POSITIONS AND EXCEPTIONS)

**ATTACHMENT II**

**APPROVED EXCEPTIONS REQUEST (SIGNED BY DEPUTY CHIEF EXECUTIVE OFFICER) MUST BE ATTACHED**

**DEPARTMENT:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**DEPARTMENT APPROVAL**

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
Contact Phone Number

(Signature of Administrative Deputy or Higher)

**IF THIS IS FOR A BLANKET AUTHORITY APPROVAL, INDICATE THE NUMBER OF POSITIONS FOR THE FOLLOWING:**

**BLANKET AUTHORITY LIMIT** \_\_\_\_\_ **\* PREVIOUSLY ENTERED IN CWTAPPS** \_\_\_\_\_ **CWTAPPS ENTRY TOTAL THIS VISIT** \_\_\_\_\_ **BALANCE** \_\_\_\_\_

**\*(Enter a Number - Do Not Indicate 'Up to Ordinance Authority')**

	EMPLOYEE NAME	POSITION	ACTION	CWTAPPS ENTRY DATE	EFFECTIVE DATE
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					

Original Exception Form Approval Date: \_\_\_\_\_  
(CEO Budget Analyst Approval Date)

CEO Budget Analyst Initial: \_\_\_\_\_  
(Review of names/classifications ties back to prior approved Exception Form?)

## EXEMPT POSITIONS LIST

ITEM NO.	ITEM CLASSIFICATION	REASON FOR EXEMPTION
DEPARTMENT:	FIRE	Special District funds (including Lifeguards which are seasonal, except for the below)
	<b>All Classifications Are Exempt Except the Below:</b>	
2934	ASST CHIEF, LIFEGUARD SERVICES, FIRE	NOT EXEMPT
2925	CAPTAIN, LIFEGUARD SERVICES, FIRE	NOT EXEMPT
2935	CHIEF, LIFEGUARD SERVICES, FIRE	NOT EXEMPT
7472	FIRE EQUIPMENT MECHANIC	NOT EXEMPT
2214	INTERMEDIATE TYPIST-CLERK	NOT EXEMPT
6049	MEDIUM TRUCK DRIVER	NOT EXEMPT
2923	OCEAN LIFEGUARD	NOT EXEMPT
2922	OCEAN LIFEGUARD CANDIDATE	NOT EXEMPT
2924	OCEAN LIFEGUARD SPECIALIST	NOT EXEMPT
2926	RESCUE BOAT CAPTAIN	NOT EXEMPT
2932	SECTION CHIEF, LIFEGUARD SERVS, FIRE	NOT EXEMPT
2927	SENIOR RESCUE BOAT CAPTAIN	NOT EXEMPT
2102	SENIOR SECRETARY III	NOT EXEMPT
2216	SENIOR TYPIST-CLERK	NOT EXEMPT
8243	STUDENT PROFESSIONAL WORKER I	NOT EXEMPT
8242	STUDENT WORKER	NOT EXEMPT
2931	YOUTH PROGRAM SPECIALIST	NOT EXEMPT
DEPARTMENT:	HEALTH SERVICES	
5068	Ambulance Dispatcher	Critical Ancillary Staff
5065	Ambulance Driver	Critical Ancillary Staff
5066	Ambulance Medical Technician	Direct Patient Care
5894	Audiologist I	Direct Patient Care
4878	Autopsy Technician	Critical Ancillary Staff
4879	Autopsy Technician, Photography	Critical Ancillary Staff
4979	Blood Gas Laboratory Technician I	Critical Ancillary Staff
5545	Cardiac Electrodiagnostic Technician I	Direct Patient Care
5082	Central Service Tech I	Critical Ancillary Staff
5858	Certified Occupational Therapy Assistant	Direct Patient Care
5090	Clinic LVN I	Direct Patient Care
5087	Clinic Nursing Attendant I	Direct Patient Care
5469	Clinic Physician, MD	Direct Patient Care
5468	Clinic Physician, MD/Per Session	Direct Patient Care
5208	Clinical Instructor, RN	Direct Patient Care, title change only
4919	Clinical Microbiologist I	Critical Ancillary Staff
5357	Clinical Nurse Specialist	Direct Patient Care
5513	Clinical Pharmacist	Critical Ancillary Staff
9013	Clinical Social Worker	Direct Patient Care
5472	Consulting Specialist, MD/Per Session	Direct Patient Care
4959	Cytology Laboratory Tech I	Critical Ancillary Staff
4745	Dental Assistant	Direct Patient Care
4746	Dental Assistant, Special Procedures	Direct Patient Care
4751	Dental Hygienist	Direct Patient Care
4757	Dental Intern	Direct Patient Care
4749	Dental Laboratory Radiologic Tech	Critical Ancillary Staff
4760	Dental Resident	Direct Patient Care
4767	Dental Specialist	Direct Patient Care
4750	Dental Technician	Critical Ancillary Staff
4763	Dentist	Direct Patient Care
5794	Diagnostic Ultrasound Technician	Critical Ancillary Staff
5560	EEG Technician I	Critical Ancillary Staff
4936	Electron Microscopy Specialist	Critical Ancillary Staff
5606	Hospital Medical Assistant	Critical Ancillary Staff
4976	Laboratory Assistant	Critical Ancillary Staff
4902	Laboratory Quality Control Coordinator	Critical Ancillary Staff
5836	Licensed Physical Therapy Assistant	Direct Patient Care
5104	LVN I	Direct Patient Care
9001	Medical Caseworker I	Direct Patient Care
6531	Medical Electronic Technician	Critical Ancillary Staff
7081	Medical Photographer	Critical Ancillary Staff
5778	Medical Radiation Physicist	Critical Ancillary Staff
4899	Medical Tech, Data Systems	Critical Ancillary Staff
4895	Clinical Laboratory Scientist	Critical Ancillary Staff, title change only
5055	Mortuary Attendant	Critical Ancillary Staff
5802	Nuclear Medicine Technologist I	Critical Ancillary Staff
5359	Nurse Midwife	Direct Patient Care
5121	Nurse Practitioner	Direct Patient Care
5098	Nursing Attendant I	Direct Patient Care
5856	Occupational Therapist I	Direct Patient Care
5608	Ophthalmology Tech	Critical Ancillary Staff
5611	Optometrist	Critical Ancillary Staff

## EXEMPT POSITIONS LIST

ITEM NO.	ITEM CLASSIFICATION	REASON FOR EXEMPTION
5595	Orthopedic Tech	Critical Ancillary Staff
5612	Orthoptic Tech	Critical Ancillary Staff
5512	Pharmacist	Critical Ancillary Staff
5501	Pharmacy Helper	Critical Ancillary Staff
5504	Pharmacy Technician	Critical Ancillary Staff
4977	Phlebotomy Technician I	Critical Ancillary Staff
5837	Physical Therapist I	Direct Patient Care
5047	Physician Assistant	Direct Patient Care
5408	Physician Postgraduate I	Direct Patient Care
5476	Physician Specialist (Non-Megaflex)	Direct Patient Care, item number and title change
5474	Physician, MD	Direct Patient Care, item number and title change
5421	Physician, MD (As Needed/OT)	Direct Patient Care
5422	Physician, MD/Emergency Room	Direct Patient Care
5408	Physician, Post Graduate (1st Year)	Direct Patient Care - accompanies the addition of 5411 Physician Post Graduate
5411	Physician, Post Graduate (2nd - 7th Year)	Direct Patient Care, title change only
5880	Podiatrist	Direct Patient Care
9034	Psychiatric Social Worker I	Direct Patient Care
5567	Pulmonary Physiology Tech I	Direct Patient Care
5772	Radiation Protection Specialist	Critical Ancillary Staff
5801	Radiation Therapy Tech	Critical Ancillary Staff
5798	Radiologic Technologist	Critical Ancillary Staff
5799	Radiologic Technologist, Special Procedures	Critical Ancillary Staff
7071	Radiology Photographic Assistant	Critical Ancillary Staff
5514	Radiopharmacist	Critical Ancillary Staff
5506	Radiopharmacy Tech	Critical Ancillary Staff
5871	Recreation Therapist I	Direct Patient Care
5870	Recreation Therapy Assistant	Direct Patient Care
5133	Registered Nurse I	Direct Patient Care
5134	Registered Nurse II	Direct Patient Care
5135	Registered Nurse III	Direct Patient Care
5108	Rehabilitation Associate	Direct Patient Care
5882	Rehabilitation Therapy Technician	Direct Patient Care
5261	Relief Nurse	Direct Patient Care
5575	Renal Dialysis Equipment Technician	Critical Ancillary Staff
5585	Respiratory Care Practitioner I	Direct Patient Care
5118	Senior Student Worker Nursing	Direct Patient Care
5887	Speech Pathologist I	Direct Patient Care
5886	Speech Pathology Assistant	Direct Patient Care
5113	Student Worker Nursing	Direct Patient Care
5415	Supervisor of Residents, M.D.	Direct Patient Care
5111	Surgical Technician	Direct Patient Care
4954	Tissue Analysis Technician I	Critical Ancillary Staff
4953	Tissue Analysis Technician Trainee	Critical Ancillary Staff
4948	Toxicology Tech	Critical Ancillary Staff
5096	Unit Support Assistant	Direct Patient Care
5613	Urology Technician I	Direct Patient Care
4773	Visiting Dentist/Daily	Direct Patient Care
4772	Visiting Dentist/Per Session	Direct Patient Care

DEPARTMENT:	INTERNAL SERVICES	
7202	Assistant Chief Stationary Engineer	Supervises energy plant personnel and operations 24/7 operation
7203	Chief Stationary Engineer	Supervises energy plant personnel and operations 24/7 operation
7200	Stationary Engineer Control Specialist	Monitors energy plant equipment performance
7793	Stationary Engineer Helper	Maintain compliance with Article 15 - BU 401 MOU staffing levels
7198	Stationary Engineer II	Maintain compliance with Article 15 - BU 401 MOU staffing levels

DEPARTMENT:	MENTAL HEALTH	
5276A	Asst Mental Health Counselor, RN	Direct patient care
8695A	Clinical Psychologist I	Direct patient care
8697A	Clinical Psychologist II	Direct patient care
8694A	Clinical Psychology Intern	Direct patient care
8103A	Community Worker	Direct patient care
1479A	Conservator/Administrator Assistant	Supports direct client services; direct legal fiduciary responsibility.
1480A	Deputy Public Conservator/Admr I	Supports direct client services; direct legal fiduciary responsibility.
9001A	Medical Case Worker I	Direct patient care
9029A	Mental Health Clinician I	Direct patient care
9030A	Mental Health Clinician II	Direct patient care
5467J	Mental Health Consultant, MD (Per Session)	Direct patient care
5278A	Mental Health Counselor, RN	Direct patient care
8111A	Mental Health Peer Advocate	Direct patient care
4735A	Mental Health Psychiatrist	Direct patient care
5121A	Nurse Practitioner	Direct patient care
5474A	Physician, MD (Non-Megaflex)	Direct patient care
5411M	Physician, Post Graduate (2nd - 7th Year)	Direct patient care, title change only
9034A	Psychiatric Social Worker I	Direct patient care

## EXEMPT POSITIONS LIST

ITEM NO.	ITEM CLASSIFICATION	REASON FOR EXEMPTION
9035A	Psychiatric Social Worker II	Direct patient care
8161A	Psychiatric Technician I	Direct patient care
8162A	Psychiatric Technician II	Direct patient care
8163A	Psychiatric Technician III	Direct patient care
5139A	Registered Nurse I, Sheriff	Direct patient care
5140A	Registered Nurse II, Sheriff	Direct patient care
5141A	Registered Nurse III, Sheriff	Direct patient care
8593A	Rehabilitation Counselor II	Direct patient care
8712A	Sr Community Mental Health Psychologist	Direct patient care
5884A	Substance Abuse Counselor	Direct patient care
9038A	Supervising Psychiatric Social Worker	Direct patient care
5340A	Supervising Staff Nurse I, Sheriff	Direct patient care
5341A	Supervising Staff Nurse II, Sheriff	Direct patient care
<b>DEPARTMENT:</b>	<b>PUBLIC HEALTH</b>	
5668	Environmental Health Technician	Critical Public Health Inspections
5670	Environmental Health Specialist I	Critical Public Health Inspections
5671	Environmental Health Specialist II	Critical Public Health Inspections
5707	Health Facilities Evaluator, Nursing	Critical Public Health Inspections
5230	Public Health Nurse	Direct patient care
5772	Radiation Protection Specialist	Critical Public Health Inspections
<b>DEPARTMENT:</b>	<b>PUBLIC HEALTH - ANTELOPE VALLEY REHABILITATION CENTER</b>	
5884	SUBSTANCE ABUSE COUNSELOR	Direct patient care (hard-to-recruit position due to specialized certification requirement).
5883	SUBSTANCE ABUSE COUNSELOR AID	Direct patient care (hard-to-recruit position due to specialized certification requirement).
<b>DEPARTMENT:</b>	<b>PUBLIC HEALTH - CHILDREN'S MEDICAL SERVICES</b>	
5350	MEDICAL SERVICES COORDINATOR, CCS	Position provides critical service authorizations for CCS providers.
5856	OCCUPATIONAL THERAPIST I	Direct patient care (hard-to-recruit position)
5837	PHYSICAL THERAPIST I	Direct patient care (hard-to-recruit position)
<b>DEPARTMENT:</b>	<b>PUBLIC HEALTH - OFFICE OF AIDS PROGRAM &amp; POLICY</b>	
1757	EPIDEMIOLOGY ANALYST	Ryan White CARE Act Requirement
1759	EPIDEMIOLOGIST	Ryan White CARE Act Requirement
4613	HEALTH PROGRAM COORDINATOR	Ryan White CARE Act Requirement
4848	HEALTH EDUCATOR	Ryan White CARE Act Requirement
5230	PUBLIC HEALTH NURSE	Ryan White CARE Act Requirement
5479	CHIEF PHYSICIAN I,MD	Ryan White CARE Act Requirement
<b>DEPARTMENT:</b>	<b>PUBLIC HEALTH - SUBSTANCE ABUSE PREVENTION &amp; CONTROL</b>	
4614	CONTRACT PROGRAM AUDITOR	Ensures that community-based programs are in compliance with federal and State requirements. Failure to comply with terms of the contract constitutes grounds for the State to suspend, recover payments or terminate the contract.
<b>DEPARTMENT:</b>	<b>PUBLIC SOCIAL SERVICES</b>	
9178	Eligibility Worker I	Provides direct client services/Entry level position/Caseload driven
9179	Eligibility Worker II	Provides direct client services/Paired class promotion
9165	GAIN Services Worker	Provides direct client services/Caseload driven
2214	Intermediate Typist Clerk	Entry level/Direct client services
9051	Social Worker	Provides direct client services/Paired class promotion
<b>DEPARTMENT:</b>	<b>SHERIFF</b>	
4895	Clinical Laboratory Scientist I	Performs clinical laboratory tests.
4333	Criminalist	Performs physical and chemical analyses required in scientific criminal investigations
4331	Criminalistics Laboratory Technician	Performs standard chemical procedures to analyze specimens of evidentiary material.
2217	Custody Records Clerk I	Performs specialized clerical work in the Custody Division Sheriff's Department.
2707	Deputy Sheriff Trainee	Participates in a basic law enforcement training program.
4332	Forensic Identification Specialist I	Positions in this class learn both field and laboratory analysis including processing crime scenes by recognizing, searching, collecting, and preserving physical evidence.
4334	Forensic Identification Specialist II	Performs field or laboratory analysis for processing and comparing fingerprints, and processing complex crime scenes.
5107	Nursing Assistant	Assists in the provision of nursing care and medical treatment of inmate patients in a Sheriff's custody facility.
5100	Nursing Attendant II	Provides prescribed care to patients in a correctional facility.
5214	Nursing Instructor	Provides instruction and training to nursing staff.
5512	Pharmacist	Provides professional pharmacy services in a correctional facility and provides technical supervision to support personnel in the performance of pharmacy duties.
5504	Pharmacy Technician	Performs a variety of technical and support pharmacy services in a correctional facility pharmacy.

## EXEMPT POSITIONS LIST

ITEM NO.	ITEM CLASSIFICATION	REASON FOR EXEMPTION
5476	Physician Specialist, M.D.	Provides specialized medical services to inmates in a correctional facility as required by Title 15.
2450	Public Response Dispatcher I	Receives training and practical experience, under immediate supervision, in receiving and responding to calls for emergency and non-emergency assistance at the Sheriff's Department Communication Center
5798	Radiologic Technologist	Performs radiographic procedures employing the use of X-rays to produce images of various parts of the body for the diagnosis of pathological and traumatic disorders.
5139	Registered Nurse I	Provides professional nursing care to inmates in a correctional facility as required by Title 15.
5140	Registered Nurse II	This experienced class provides independent, comprehensive professional nursing care to a diverse group of patients in a variety of patient care settings and precepts or leads others.
5141	Registered Nurse III	This proficient class focuses on applying extensive knowledge and skills to consistently provide comprehensive care to inmate patients in a Sheriff's custody facility.
2827	Security Assistant	Assists sworn personnel in providing security and guarding County property.
2828	Security Officer	Assists sworn personnel in guarding County property.
5340	Supervising Staff Nurse I	Supervises nursing activities on a ward or in a clinic in a large Sheriff's Custody facility, infirmary or an outlying custody facility for a shift.

## Exception Form - Requests for Hiring, Services, Supplies and Capital Assets

<b>Department / Cluster:</b>						
<b>Request Date:</b>						
<b>Exception Requested for:</b> (Please ✓ one box)	<input type="checkbox"/> Hiring	<input type="checkbox"/> Promotion				
	<input type="checkbox"/> Capital Assets	<input type="checkbox"/> 120-Day Retiree				
	<input type="checkbox"/> Services and Supplies					
<b>Program / Unit:</b>						
<b>Funding Description:</b>	\$ _____ One-time    \$ _____ Ongoing    \$ _____ Revenue Offset					
<b>Funding Source:</b>						
<b>Blanket Authority Request?</b> If Yes, Total Number of Positions Approved for Blanket Authority _____ (Use an Exception Request for each classification)	<input type="checkbox"/> Yes <input type="checkbox"/> No					
<b>No. of Position(s) and Classification(s) for this Hiring / Promotion Approval:</b>	No. of Positions _____ Classifications _____ Names: _____ _____ _____					
<b>Complete this section only if your department is requesting that Services and Supplies or Capital Assets appropriations be unfrozen:</b>	Fund	Dept Code	Org Level 1	Org Level 2	Object Category	Dollar Amount
	A01	SH	15681	15682	2000	\$ 300,000
						\$
						\$
<b><u>Justification for Exception:</u></b>						
<b>Department Approval:</b>	<b>Signature Required (at the level of Administrative Deputy or higher)</b>					
<b>CEO Budget Analyst:</b>	<b>Signature Required</b>					<input type="checkbox"/> Approved
						<input type="checkbox"/> Denied
<b><u>Recommendation for Approval / Denial:</u></b>						
<b>Employee Mitigation List:</b>	<b>Did any employees on the Mitigation List meet the requirements for this hiring exception?</b>					<input type="checkbox"/> Yes
						<input type="checkbox"/> No
<b>Budget Manager:</b>	<b>Signature Required</b>					<input type="checkbox"/> Approved
						<input type="checkbox"/> Denied
<b>Deputy Chief Executive Officer:</b>	<b>Signature Required</b>					<input type="checkbox"/> Approved
						<input type="checkbox"/> Denied
<b>Senior Assistant CEO:</b>	<b>Signature Required</b>					<input type="checkbox"/> Approved
						<input type="checkbox"/> Denied
CEO Budget Analyst approval date: _____						



## FREQUENTLY ASKED QUESTIONS – HIRING GUIDELINES

1. *Are Blanket Authority Exception Requests Permitted for Large Numbers of Positions and/or when Multiple Site Visits may be Required?*

Blanket Authority Exception Requests are permitted and can be 'reused', however departments are responsible to ensure they are within the blanket authority limitations approved by the Chief Executive Office (CEO). To assist CEO Analysts confirm that departments are within the limitations of the approved request, the Exception Form – Requests for Hiring, Services, Supplies and Capital Assets (Attachment IV), includes space to add the total number of positions approved for Blanket Authority. The Summary Transaction Sheet (Attachment II) has space to include the Blanket Authority Limit (from the Exception Form), the number of transactions that were entered in CWTAPPS during a prior appointment, the total number of positions entered during the current visit and the balance of blanket authority positions pending input at a future time. Use one Exception Form for each classification approved for Blanket Authority. The total number of positions approved for Blanket Authority must be indicated as a number, and not specified as 'up to ordinance authority'. Departments must attach all Summary Transaction Sheets related to the Blanket Authority to the approved request. After the blanket authority limitation is reached, a new Exception Form must be approved by the CEO.

2. *Is it Acceptable to Reuse a Prior Approved Exception Form for CWTAPPS Entry?*

No - except in the case of a Blanket Authority Exception Request (see above), a copy of an approved Exception Form should not be 'reused' as an approval for subsequent CWTAPPS entries. Even in cases where the CEO approves a position that is subsequently 'turned-over' quickly, the department must again obtain CEO approval, as this is considered a new hire.

3. *Is There a Need For and/or What is the Manager Level Required for Signature on the Summary Transactions Sheet for CWTAPPS Input?*

The Summary Transaction Sheet for CWTAPPS Input must be approved at the level of Administrative Deputy or higher, or managers/staff that have the authority to sign for this level. The Transaction Sheet includes space for a contact number as well, in case there are questions regarding the input. Also, the Summary Transaction Sheet must be attached to the Exception Form, which must be signed by the CEO Budget Analyst, Budget Manager and DCEO.

4. *What is the Procedure for Updating the Exempt Positions List?*

If there is a critical health or safety position that must be added to the Exempt Positions List (Attachment III), notify your CEO Budget Analyst immediately to obtain clearance to add the item to the list. Your CEO Budget Analyst will send

an email to CEO – Classification and Compensation Administration approving the item as exempt, and then notify CEO Finance to update the Exempt Positions List. CEO Finance will update the list and provide it to the CEO – Classification and Compensation Administration. If the CEO Budget Analyst does not notify CEO – Classification and Compensation Administration via email that the item has been approved for the Exempt Positions List the department will not be able to enter the item into CWTAPPS

**5. *120-Day Retirees – What is the Procedure for Annual Authorization?***

Exception Forms are required for 120-day retirees. CEO approval must be obtained before any retiree is employed (“new”), or re-employed (a “roll-over”) the following fiscal year.

If departments anticipate many rehired retirees, one Exception Form may be used for the annual summary request. A schedule (any format may be used, e.g., Excel or Word) with adequate justification for each retiree, along with manager approval, must be attached to this single Exception Form. Adequate justification includes:

- Department
- Names of retirees department wants to renew/rehire
- Explanation of the use of these retirees (must be limited to critical positions where the necessary expertise is otherwise unavailable within the department.)
- Comments on the department’s plan to transfer retirees’ expertise to permanent employees

Each new 120-day retiree employed outside of the annual process will require an individual Exception Form.



# County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration  
500 West Temple Street, Room 713, Los Angeles, California 90012  
(213) 974-1101  
<http://ceo.lacounty.gov>

WILLIAM T FUJIOKA  
Chief Executive Officer

February 23, 2010

To: All Department Heads

From: William T Fujioka  
Chief Executive Officer

Board of Supervisors  
GLORIA MOLINA  
First District

MARK RIDLEY-THOMAS  
Second District

ZEV YAROSLAVSKY  
Third District

DON KNABE  
Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

## 120-DAY RETIREES

By memorandum dated December 2, 2009, departments were asked to reduce the employment of County retirees (i.e., 120-day retirees). We subsequently provided each department with information on the current number of these individuals and the cumulative hours worked by each employee in the current fiscal year and emphasized that the use of these retirees must be limited to critical positions where the necessary expertise is otherwise unavailable within your department. Further, every effort is to be made to transfer this expertise to permanent employees to reduce the 120-day retiree population to an absolute minimum by June 30, 2010.

As you know State law governing the County's retirement benefits (the 1937 Retirement Act) prohibits the employment of retirees for more than 120 working days (960 working hours) in any fiscal year. Exceeding this limit for any retiree may subject all active and retired employees to severe tax consequences under State and federal law. To assist departments in managing their rehired retirees, we will continue to provide you with periodic status reports showing the number and identity of your 120-day retirees and the cumulative hours worked to date in the current fiscal year.

The most recent information we have shows that some 120-day retirees are already very near the 960 hour limit for this fiscal year. To ensure we do not exceed this limit, we are asking all departments to:

1. Obtain specific annual re-authorization from your CEO budget analyst before any retiree is employed or re-employed in a subsequent fiscal year. This will be the case regardless of whether the costs are provided for within your adopted budget.
2. Carefully monitor the hours worked by your rehired retirees, so that, **without exception**, no retiree works more than 960 hours in a fiscal year.

If you have any questions regarding this matter, please call me or contact Ellen Sandt at (213) 974-1186 or [esandt@ceo.lacounty.gov](mailto:esandt@ceo.lacounty.gov).

WTF:EFS

WGL:RP:df

c. All Administrative Deputies

N:\BOARD LETTERS AND ORDINANCES\2010\Word Chron\120 day Retiree follow up 2-10.docx

*"To Enrich Lives Through Effective And Caring Service"*

**Please Conserve Paper – This Document and Copies are Two-Sided  
Intra-County Correspondence Sent Electronically Only**

## Exception Form - Requests for Hiring, Services, Supplies and Capital Assets

<b>Department / Cluster:</b>						
<b>Request Date:</b>						
<b>Exception Requested for:</b> (Please ✓ one box)	<input type="checkbox"/> Hiring			<input type="checkbox"/> Promotion		
	<input type="checkbox"/> Capital Assets			<input type="checkbox"/> 120-Day Retiree		
	<input type="checkbox"/> Services and Supplies					
<b>Program / Unit:</b>						
<b>Funding Description:</b>	\$ _____ One-time    \$ _____ Ongoing    \$ _____ Revenue Offset					
<b>Funding Source:</b>						
<b>Blanket Authority Request?</b> If Yes, Total Number of Positions Approved for Blanket Authority _____ (Use an Exception Request for each classification)	<input type="checkbox"/> Yes					
	<input type="checkbox"/> No					
<b>No. of Position(s) and Classification(s) for this Hiring / Promotion Approval:</b>	No. of Positions _____ Classifications _____ Names: _____ _____ _____					
<b>Complete this section only if your department is requesting that Services and Supplies or Capital Assets appropriations be unfrozen:</b>	Fund	Dept Code	Org Level 1	Org Level 2	Object Category	Dollar Amount
	A01	SH	15681	15682	2000	\$ 300,000
						\$
						\$
<b><u>Justification for Exception:</u></b>						
<b>Department Approval:</b>	<b>Signature Required (at the level of Administrative Deputy or higher)</b>					
<b>CEO Budget Analyst:</b>	<b>Signature Required</b>				<input type="checkbox"/> Approved	
					<input type="checkbox"/> Denied	
<b><u>Recommendation for Approval / Denial:</u></b>						
<b>Employee Mitigation List:</b>	<b>Did any employees on the Mitigation List meet the requirements for this hiring exception?</b>				<input type="checkbox"/> Yes	
					<input type="checkbox"/> No	
<b>Budget Manager:</b>	<b>Signature Required</b>				<input type="checkbox"/> Approved	
					<input type="checkbox"/> Denied	
<b>Deputy Chief Executive Officer:</b>	<b>Signature Required</b>				<input type="checkbox"/> Approved	
					<input type="checkbox"/> Denied	
<b>Senior Assistant CEO:</b>	<b>Signature Required</b>				<input type="checkbox"/> Approved	
					<input type="checkbox"/> Denied	
CEO Budget Analyst approval date: _____						

HIRING FREEZE - SUMMARY TRANSACTION SHEET FOR CWTAPPS INPUT  
(EXEMPT POSITIONS AND EXCEPTIONS)

ATTACHMENT II

APPROVED EXCEPTIONS REQUEST (SIGNED BY DEPUTY CHIEF EXECUTIVE OFFICER) MUST BE ATTACHED

DEPARTMENT: \_\_\_\_\_

DATE: \_\_\_\_\_

DEPARTMENT APPROVAL

PRINT NAME

SIGNATURE

Contact Phone Number

(Signature of Administrative Deputy or Higher)

IF THIS IS FOR A BLANKET AUTHORITY APPROVAL, INDICATE THE NUMBER OF POSITIONS FOR THE FOLLOWING:

BLANKET AUTHORITY LIMIT \_\_\_\_\_ \* PREVIOUSLY ENTERED IN CWTAPPS \_\_\_\_\_ CWTAPPS ENTRY TOTAL THIS VISIT \_\_\_\_\_ BALANCE \_\_\_\_\_

\*(Enter a Number - Do Not Indicate 'Up to Ordinance Authority')

	EMPLOYEE NAME	POSITION	ACTION	CWTAPPS ENTRY DATE	EFFECTIVE DATE
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					

Original Exception Form Approval Date: \_\_\_\_\_  
(CEO Budget Analyst Approval Date)

CEO Budget Analyst Initial: \_\_\_\_\_  
(Review of names/classifications ties back to prior approved Exception Form?)